

The Application Process

- Read *Requirements for Temporary Food Establishments*. The guidelines are required reading prior to completing the Temporary Food Establishment application.
- The person responsible for operating each temporary food establishment must complete the application for each booth.
- Mail or deliver a completed application and check in the amount of:
 - \$30.00 per day;
 - \$60.00 for two or more days; or
 - \$100.00 for annual permit.

Temporary Food Establishment permit fees for non- and not-for-profit organizations are, upon proof of status, waived.

Mail checks to: City of Helotes
 12951 Bandera Road (Physical)
 P.O. Box 507 (Mailing)
 Helotes, TX 78023

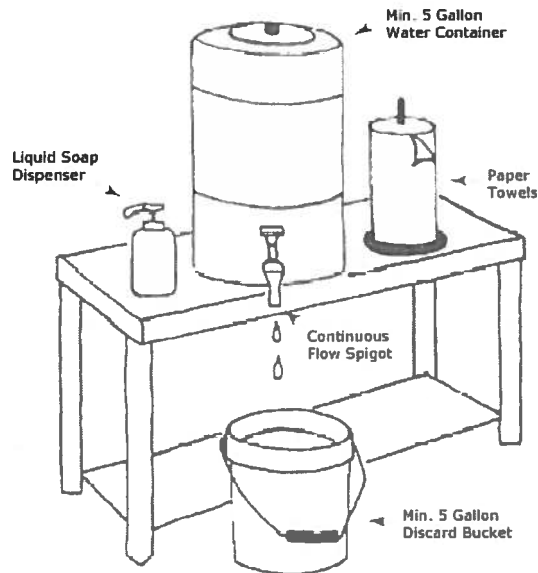
- The City will issue a Temporary Food Establishment permit for each application that has been submitted and approved. You may operate your establishment with this permit so long as your booth construction and operation continue to comply with the *Requirements for Temporary Food Establishments*. You may serve only the foods listed on the permit application.
- Post your permit in a prominent place at your food booth during the event.

At the Event

On the day of the event, you will be required to:

- Provide a way to keep foods cold (if applicable);
- Provide a way to keep foods hot (if applicable);
- Provide proper dishwashing and sanitizing set-up;
- Provide an approved source of water and waste disposal;
- Provide a proper hand-washing set-up (see sketch);
- Provide tables or shelving;
- Provide covers for food; and
- Provide a metal-stem, probe type thermometer for measuring temperatures.

Handwashing Station Setup



****Required in Each Food Booth**

Requirements for Temporary Food Establishments

OPERATIONS:

Food and drink must be dispensed from a roofed concession stand. Charcoal cookers may be placed outside the stand and away from potential overhead contamination. Drink stands dispensing product in sealed containers do not require roofing. Impervious flooring shall be installed if the booth is not placed on concrete or rolled asphalt. Cardboard or carpet is not an acceptable floor covering. All toxic items (i.e. cleaning supplies, lighter fluids, sanitizers, et cetera) should be kept away from food.

Each establishment preparing or serving food, other than drinks, shall have the following items present in the booth:

1. Handwashing station with running water. See above for sketch of handwashing station. The station shall consist of a clean water container with a spigot filled with potable water and catch basin to hold the wastewater until properly disposed. A push button spigot is not allowed. Provide liquid soap and paper towels for handwashing.
2. Provision for sanitizing utensils. Three containers to (1) wash, (2) rinse, and (3) sanitize utensils are required. Two (2) teaspoons of bleach per gallon of water is required in the third container. Food handlers should wash and sanitize all contaminated utensils and food contact surfaces immediately. A small bottle of liquid detergent for utensil washing is required. A container of potable water is required if running water is not available.
3. Facilities to maintain perishable foods. Depending upon the type of food, facilities with temperatures of 41°F or less or 140°F or greater are required.
4. Ice scoop. Handling ice with bare hands is not allowed. Use an ice scoop.

5. Facilities for trash. Plastic bags or metal / plastic waste receptacles with lids are required.
6. Breather shields (sneeze guards). Breather shields are required if food is to be displayed on a service counter. Self-service items, such as pickles, onions, hot sauce, et cetera shall be stored in containers with flip-top lids or covers.

FOOD SOURCES:

All foods must originate from an approved source and/or a licensed facility or prepared in the temporary booth. An approved source or licensed facility is considered an establishment that is currently under inspection and / or licensed by a health authority. Foods prepared in a private home may NOT be sold or served to the public.

1. Potentially hazardous food prepared in advance in a licensed food establishment and refrigerated must be reheated at a fast rate to 165°F before being placed into steam tables or other devices to maintain a temperature of 135°F. Holding devices, such as steam tables, will not heat a refrigerated product fast enough to inhibit the growth of harmful bacteria. Slow cooking devices (crock pots) are not allowed for reheating foods.
2. Frozen foods must be thawed in a refrigerator or walk-in cooler, or, in some instances, under cold running water. Never thaw frozen turkey, chicken, meat, or other potentially hazardous foods at ambient temperature.
3. Potentially hazardous foods left out at ambient temperature for more than four (4) hours, or foods contaminated by flies, roaches, air, coughing, sneezing, or other means, may cause food borne illnesses due to the fast reproduction of harmful bacteria. Foods found under these conditions must be discarded.
4. All vegetables and fruits must be washed before processing for cooking and making salads, guacamole, pico de gallo, chili sauces, fruit salads, et cetera. A small amount of vinegar will help preserve chili sauces.
5. If shell oysters are used, the tags from the bags or boxes they are packaged in must be kept for ninety (90) days to be able to trace the shipment should an illness, such as hepatitis, develop. Shucked oysters need to be maintained at 41°F or below in the original container.
6. If raw meat and other raw products are handled, it is best to have a designated person who handles raw products only and does not handle cooked and ready-to-eat food items. Persons handling raw products must wash their hands prior to handling cooked and ready-to-eat food items.

SANITATION REQUIREMENTS:

1. Persons working in the booth must wear clean clothes and approved hair restraints to protect the food. Rings and bracelets may not be worn when preparing foods.
2. Food handlers must wear plastic gloves when handling food items to be served to the customer. Food handlers must change plastic gloves if they come in contact with the body or contaminated items in the booth. Plastic gloves should be changed frequently. Food handlers may not eat, drink, or smoke inside the booth.
3. Food handlers may not handle, prepare, or serve food if ill.
4. Direct hand contact with ready-to-eat foods (cheese, lettuce, tomatoes, pickles, bread) is not allowed. Use suitable utensils, food tissues or wrappers, or plastic gloves.
5. Food handlers must wash their hands frequently—especially after eating, drinking, smoking, or using the restroom.
6. The booth must be cleaned, at a minimum, at the end of each day or more frequently, if required, to reduce the attraction of rodents and roaches. After food preparation activities are over, clean up your establishment and place all solid waste in designated receptacles.
7. The water in utensil-washing and handwashing containers must be changed when it becomes dirty. All waste water must be disposed of in an approved manner, and cannot be dumped on the ground.
8. Store all food products and single-service articles (disposable) at least six (6) inches above the ground.

Step #1: Vendor, please complete information on this form and sign certificate.

Step #2: Pay fee.

Step #3: Post permit at each food booth.

CITY OF HELOTES
12951 Bandera Road, P.O Box 507, Helotes, TX 78023
Phone 210-695-8877 FAX 210-695-2123

TEMPORARY FOOD ESTABLISHMENT PERMIT APPLICATION:

EVENT: _____ DATE: _____

NAME OF FOOD BOOTH: _____

ORGANIZATION/CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NOS.: _____ FAX NO: _____ E-MAIL: _____

LIST TYPES OF FOOD TO BE SOLD:

I certify, as the person responsible for this food establishment, that I am responsible for the safe handling and preparation of foods sold to the public during the event and will adhere to the REQUIREMENTS FOR TEMPORARY FOOD ESTABLISHMENTS.

PRINT NAME / ORGANIZATION: _____

LOCATION WHERE FOOD PREPARED: _____
(Foods prepared in a private home are not permitted.)

Signature: _____

COMMENTS: The Helotes Festival Association grounds' water system is not an approved public water system and cannot be used for drinking or preparing any foods.

PERMIT FEE TO BE MAILED OR TAKEN TO THE CITY OF HELOTES:

\$30.00 (DAILY) _____ \$60.00 (TWO OR MORE DAYS) _____ \$0.00 (NON PROFIT) _____ \$100.00 (ANNUAL) _____

FEE PAID: _____

HEALTH INSPECTORS: : **Lori Calzoncit / Monty McGuffin**

Post in food booth:

**City of Helotes, Texas
Temporary Food Facility Permit**

Name of Food Booth: _____

Special Instructions:

- No foods prepared in a private home may be offered to the public.
- The Helotes Festival Association grounds' water system is not an approved public water system and cannot be used for drinking or preparing any foods.
- Cold foods must be maintained at 41° F or discarded after 3 hours.
- Hot foods must be maintained at 135° F or discarded after 3 hours.
- Wash hands after handling raw products, smoking, or visiting the restroom.

HEALTH INSPECTORS: Lori Calzoncit / Monty McGuffin